



Departmental Quarterly Performance Report

**Office of Community and Economic
Development/Empowerment Zone**

April 1st – June 30th, 2005

I. Performance Initiatives	Page 2
II. Personnel Status	Page 5
III. Financial Performance	Page 6
IV. Department Director Review	Page 8

***Note: The Office of Community and Economic Development's Fiscal Year
starts January 1st and ends December 31st***

Departmental Quarterly Performance Report

Department Name: Office of Community and Economic Development

Reporting Period: April 1st to June 31st, 2005

MAJOR PERFORMANCE INITIATIVES

<p><i>Describe Key Initiatives and provide status update</i> <i>Insert associated performance measures, if applicable, e.g.</i></p> <p>OCED reduced the amount of unexpended CDBG entitlement funds awarded to Miami-Dade County in an on-going effort to meet the U.S. HUD requirement that entitlement funds available do not exceed 150 percent of annual entitlement, as of June 30th, the ratio was 1.62.</p>	<p><input type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>4 parcels of land have been removed/disposed and 0 parcel of land have been acquired during the second quarter of 2005.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Microloan Program was put through RFA process. Micro lenders are not under contract yet.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>126 businesses have received assistance through the Enterprise Zone Program and have received fiscal incentives through the EZ Program in the second quarter of 2005.</p>	<p><input type="checkbox"/> Strategic Plan <input type="checkbox"/> Business Plan <input checked="" type="checkbox"/> Budgeted Priorities <input type="checkbox"/> Customer Service <input type="checkbox"/> ECC Project <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report

Department Name: Office of Community and Economic Development

Reporting Period: April 1st to June 31st, 2005

<p>OCED staff has prepared the FY 2005 Action Plan which was approved by the Board of County Commissioners on 2/1/05 and submitted to U.S. HUD on 2/15/05.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Prepared FY 2004 CDBG Annual Report for Board of County Commissioners.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>OCED staff provided 120 hours of technical assistance to agencies, developers, and residents.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>OCED staff held 39 community meetings as part of HUD mandated Citizen Participation Plan.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>
<p>Prepared FY 2006 Consolidated Plan Policy Paper for Board of County Commissioners' approval.</p>	<p><input checked="" type="checkbox"/> Strategic Plan <input checked="" type="checkbox"/> Business Plan <input type="checkbox"/> Budgeted Priorities <input checked="" type="checkbox"/> Customer Service <input type="checkbox"/> Workforce Dev. <input type="checkbox"/> ECC Project <input type="checkbox"/> Audit Response <input type="checkbox"/> Other _____ (Describe)</p>

Departmental Quarterly Performance Report**Department Name: Office of Community and Economic Development****Reporting Period: April 1st to June 31st, 2005**

One Plan Amendment involving \$8.7 million was approved by the Board of County Commissioners.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
By the end of the second quarter, OCED completed 94% of the contracts for the funded activities for FY 2005 Action Plan. Monitoring began in June, 2005 and is approximately 39% completed.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
Hosted Community Development Conference, which is attended by approximately 150 people.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
A second contract development workshop was held for the benefit of the agencies funded through FY 2005 Action Plan. Approximately 150 people attended the workshop, which discussed the monitoring procedures for FY 2005.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)

Departmental Quarterly Performance Report

Department Name: Office of Community and Economic Development

Reporting Period: April 1st to June 31st, 2005

PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	85	98	89	9	72	10				

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

N/A

B. Key Vacancies

(1) Office Support Specialist 2, (1) Contracts Officers; (1) Commercial Rehabilitation Specialist; (1) Business Development Specialist 2; (1) Family Relocation Supervisor; CDD; (1) Receptionist/ECC; (1) Administrative Officer 2; (1) Clerk 4; (1) Account Clerk; (1) Systems Analyst/Programmer 1; (1) Commercial Revitalization Coordinator.

C. Turnover Issues

N/A

D. Skill/Hiring Issues

It has been proposed by the OSBM to eliminate vacancies in FY 2005-06 due to entitlement reduction. If general funds are provided to subsidize the vacancies, they will remain in the budget.

Also, a hiring freeze has been initiated by the County Manager effective April 11, 2005.

E. Part-time, Temporary and Seasonal Personnel

(Including the number of temporaries long-term with the Department)

Three (3) temporary employees are performing the duties of three (3) vacant positions.

F. Other Issues

Departmental Quarterly Performance Report

Department Name: Office of Community and Economic Development

Reporting Period: April 1st to June 31st, 2005

FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	Total Annual Budget	CURRENT FISCAL YEAR						
			Quarter			Year-to-date			
			Budget	June	Actual	Budget	Actual	\$ Variance	% Annual Budget
Revenue									
CDBG ADMIN	3,798	3,571	893	900	900	3,571	900	2,671	25%
CDBG PROG	2,390	1,995	499	560	560	1,995	560	1,435	28%
HOME	1,093	928	232	0	0	928	0	928	0%
GENERAL FUND	676	867	217	0	0	867	0	867	0%
ABATEMENT	24	25	6	22	22	25	22	3	88
Total	\$7,981	\$7,386	\$1,847	\$1,482	\$1,482	\$7,386	\$1,482	\$5,904	20%
Expenses*									
Community Development	2,647	2,539	635	646	646	2,539	1,259	1,280	50%
Directors Division	2,323	2,281	570	487	487	2,281	1,065	1,216	47%
Economic Development	1,552	1,364	341	341	341	1,364	658	706	48%
Communiuty Builders Division	1,186	1,202	301	251	251	1,202	413	789	34%
Total	\$7,708	\$7,386	\$1,847	\$1,725	\$1,725	\$7,386	\$3,395	\$3,991	46%

* Expenditure may be reported by activity as contained in you budget or may be reported by category (personnel, operating and capital).

Departmental Quarterly Performance Report**Department Name: Office of Community and Economic Development****Reporting Period: April 1st to June 31st, 2005**

FINANCIAL SUMMARY

(All Dollars in Thousands)

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
750/751	(67)	(67)	(67)		
750/752	(14)	(15)	39		
750/753	(508)	315	(313)		
750/755	(1,519)	(3,893)	(2,986)		
750/756	(178)	86	(575)		
750/757	342	(24)	(298)		
750/758	1,725	1,858	1,018		
750/759	(1,286)	(2,220)	(2,220)		
750/770	2,231	1,793	2,465		
780/783	381	381	359		
790/790	(6)	(6)	(6)		
790/791	230	230	230		
790/793	(185)	(185)	(185)		
790/794	(8)	(8)	(8)		
790/798	(128)	(128)	(128)		
Total	\$1,010	(\$1,883)	(\$2,675)	\$0	\$0

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60 scheduled for wrote-off, if applicable.

scheduled for wrote-off, if applicable.

Note 1. CDBG & HOME are calendar year.

Departmental Quarterly Performance Report

Department Name: Office of Community and Economic Development

Reporting Period: April 1st to June 31st, 2005

STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date _____